Winter Break Closing Information

Winter Break

The Residence Halls will be closed from 12:00pm on Saturday, December 19, 2015 until at 12:00pm on Sunday, January 17, 2016. The Apartments and Townhouses remain open.

Apartment and Townhouse Residents are allowed to remain in their spaces during Winter break. However, the following guidelines and times are listed below to assist you during your break. Below also includes procedures for checking out if you will not be remaining on campus for the spring semester.

If you are in need of assistance over the break, housing-related telephone calls should still be forwarded to the Residence Life Central Office (217-206-6190) or to the Campus Police (217-206-6690) for emergency assistance. Mail will still be distributed to the Apartment and Townhouses mailboxes.

For safety and security reasons we ask all residents that are staying for any length of time over break periods to please sign up through the below link. This includes all residents requesting an approval as an athlete, with a campus job, or another extenuating circumstance, you need to communicate this with your prospective Resident Director. The link will be available until 5:00pm on Thursday, December 17, 2015. If you are unable to log in, please send an email to housing@uis.edu.

Winter Break Registration Form

To access the form, you MUST log in using your NetID and Password. If you are previously logged into Google with a non-UIS ID, you will need to log out, prior to accessing the form.

Residents remaining in the Residence Halls should be advised that mail/package services will not be in operation between Saturday, December 19-Sunday, January 17, 2016 and should make alternative arrangements for mail/package delivery.

Before You Leave For Break

Residents are not required to remove personal belongings from their assigned bedrooms during the break periods, unless they are relocating spaces or not returning to UIS. When leaving your room for the break the university asks students to please comply with the following:

1. Secure any valuable possessions or take them home with you.
2. Close and lock windows. Close drapes and/or blinds. Turn off all lights.
3. Move all items away from the heater. Set the heater to a low of 60 degrees.
4. Remove all trash. Clean your room. The bathroom must be mopped and wiped down, clothes and other personal items put away; all food items should be sealed and stored. All dishes should be cleaned and stored. This is to prevent pest from entering your unit.

5. Make sure that you are locking your bedroom units and securing your items.

6. **For Winter Break, if leaving please unplug all electrical appliances except fish tanks.** Defrost personal refrigerators and remove all food products that may spoil. Please leave your apartment/townhouses refrigerators plugged in. If staff must unplug appliances, the university will not be held responsible for any damages including, but not limited to: medications, spoiled food, damaged refrigerators, ruined medication, lost messages, harm to fish, etc.

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**Leaving Mid-Academic Year**

If you are graduating in December, studying abroad in the spring semester, an international student returning home or transferring to another institution, you MUST submit a [Contract Cancellation Request Form](http://www.uis.edu/residencelife/?p=1376). Because it is past the November 15 deadline, requests received after that date are subject to enhanced financial penalty.

This is required for all students not returning in the spring semester.

**Checking Out:**

After you have turned in a contract release form and have received notice back from Residence Life of your release approval please schedule a check-out via the links at [http://www.uis.edu/residencelife/?p=1376](http://www.uis.edu/residencelife/?p=1376). The easiest method of check-out is express and all residents are able to appeal any charges with either check-out option. Please remember at the time of your check out you are asked to have your unit completely clean and be fully moved out of your space from all items. Your check-out primarily allows you to transfer your keys back over to Residence Life and also gives you an opportunity to be present while a Resident Assistant accesses your unit.

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**HCOM Office Hours**

Winter Break (beginning Saturday, December 19th)

- Monday – Friday: 8:30am- 6:00pm
- Saturday: Noon-4pm
- Sunday: Closed

- Dec. 24th-Dec. 25th: Closed
- Dec. 31st: Closed
- Jan. 1st: Closed

**Jan. 17th Resume regular business hours**

- Jan. 18th: Closed
Food Service
Winter Break hours for Food Service.

Hours of operation for food service during semester break 2015-2016.

Food Emporium
Open 8:00am-4:00pm December 21-23.
Closed December 24 through January 3rd.
Open 8:00am-4:00pm Monday through Friday January 4th through January 17th.
Resume regular hours of operation on January 19th.

Capitol Perks
Open 8:00am-4:00pm December 21-23.
Closed December 24 through January 3rd.
Open 8:00am-3:00pm Monday through Friday January 4th through January 17th.
Resume regular hours of operation on January 19th.

FRH Grille
Closed December 19- through January 16th.
Resume regular hours of operation on January 17th.
Open noon until midnight Monday January 18th.

LRH Grab and Go
Closed December 19th through January 18th. Resume regular hours of operation on January 19th.

Cleaning and Safety Checks
Residence Life staff will be checking rooms after Noon on Saturday, December 19th to ensure that all spaces have been prepared as indicated on the closing checklist, and that all units are clean and safe for the Winter Break period. You will be notified if any issues require your attention. Prohibited items will be confiscated and policy violations will be addressed through the student conduct process. Please review the Community Handbook for a list of prohibited items. Residence Life Staff may enter rooms to make needed repairs during any break period.

Residence Hall Carpet Cleaning
All residents within the residence halls must prepare their space for carpet cleaning in all bedrooms prior to departing for break. To prepare, move dressers to closet areas, remove all belongings from the floor, place all furniture on the edges of the room, and put desk chairs on top of beds/desks. Cleaning staff will enter units to clean carpets throughout Winter Break.